RELEASE NOTES
N-FOCUS INTERIM RELEASE
February 6, 2011

An interim release of the N-FOCUS system is being implemented on February 6, 2011. Interim Releases are made between scheduled major releases. The last N-FOCUS Major Release was November 14, 2010. The next N-FOCUS Major Release is scheduled for March 20, 2011. This document provides information explaining new functionality, enhancements and problem resolutions effective with this release. The Release Notes are divided into five main sections:

- **General Interest and Mainframe:** All N-FOCUS users should read this section.
- **Developmental Disabilities Programs:** N-FOCUS users who work directly with DD programs and those who work with the related Medicaid cases should read this section. Note: this section will only appear if there are enhancements, tips, or fixes specific to DD programs.
- **Foster Care Review Board:** N-FOCUS users with responsibility for Foster Care Review Board functions should read this section. Note: This section will only appear when there are tips, enhancements or fixes specific to Foster Care Review Board functions.
- **Protection and Safety Programs:** N-FOCUS users with responsibility for Child Protective or Adult Protective Services should read this section. It will be noted when the information is specific to only one of these areas.
- **Expert System:** N-FOCUS users responsible for case entry for AABD/MED, ADC/MED, FSP, FW, IL, MED, and Retro MED should read this section.

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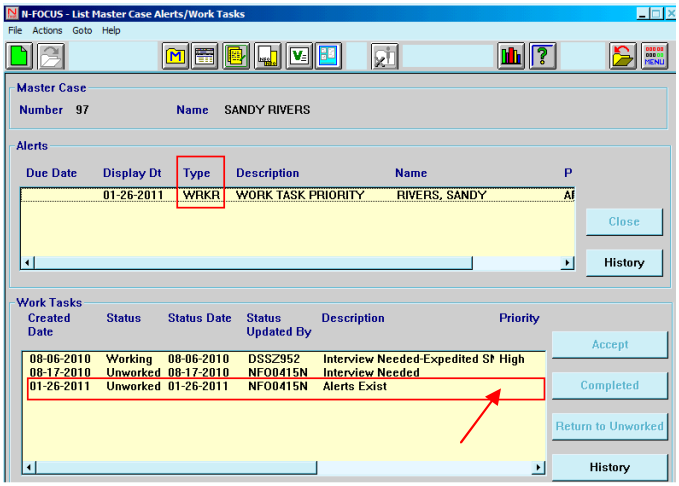
Worker Alert Created - Work Task Priority (Change)

When a worker creates an Alert on a UC case, the associated Work Task will no longer be automatically created as a Priority Work Task. With the February release, the worker will now be able to change the Priority of the Work Task, if appropriate.

The Priority of a Work Task can only be changed for Work Tasks that are created to display on the current date. You cannot change the Priority of a Work Task that will be created at a future date based on the Display Date of the Alert.



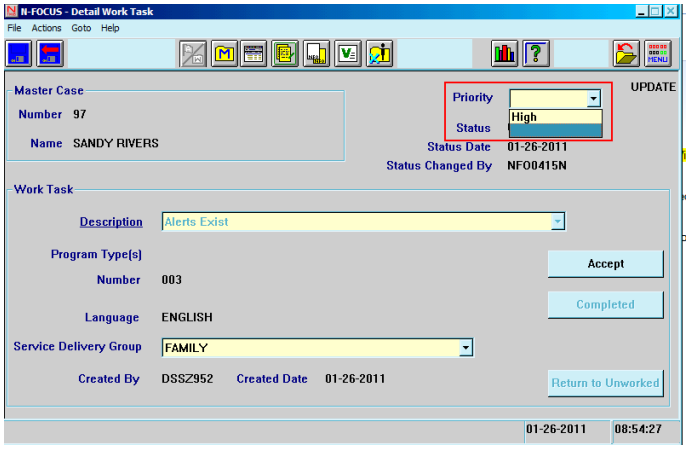
Changing the Priority of a Work Task (Review)

The following provides instruction for how to change the Priority of a Work Task.

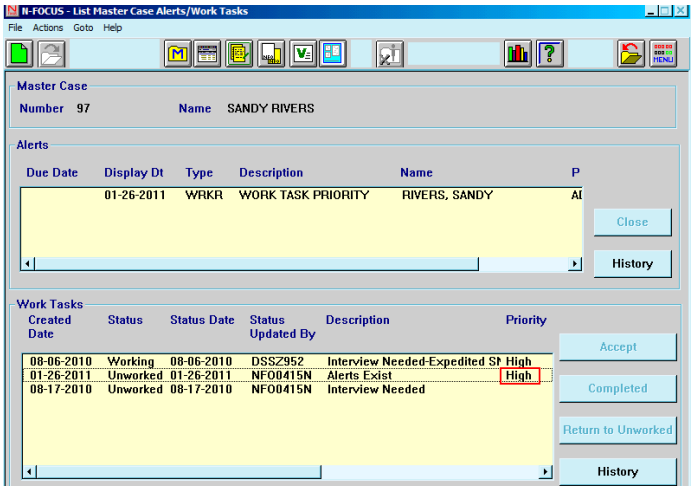
1. From the List Master Case Alerts/Work Tasks window, double click the appropriate Work Task. The Detail Work Task window will display.

2. Click the Priority field drop down.

3. Select the High option.



4. Click the Save or Save and Close icon.
   The Priority of the Worker Alert Work Task has been changed to High.

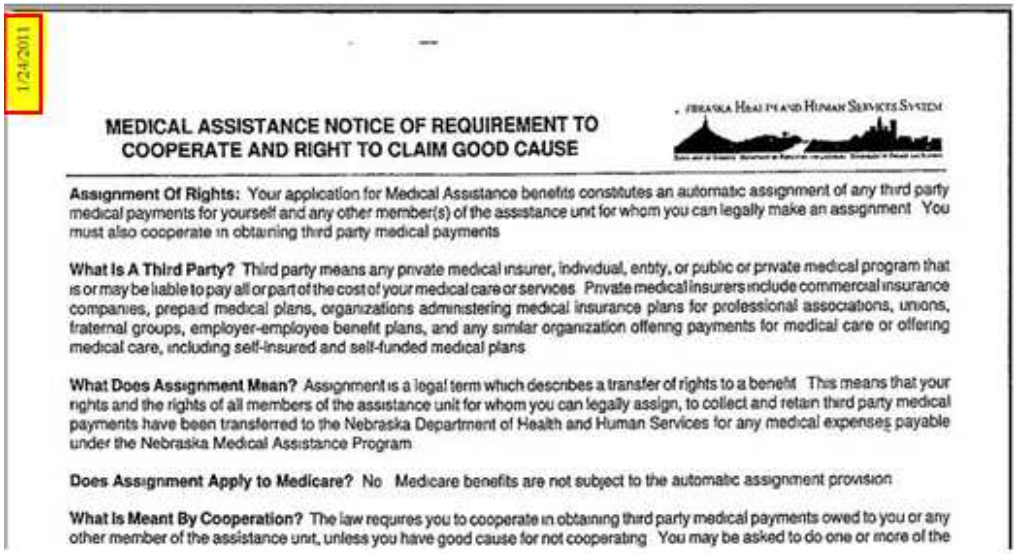


Document Imaging Date Definitions (Review)

Scan Date

The Scan Date is the actual date the document was scanned.

Received Date – This is the date the mail was received. The received date was previously stamped on every page as the mail was opened. With the implementation of the ANDI Centers and the high speed scanners the received date is no longer stamped on every page. The received date is "burned on" to the image in the upper left hand corner of the page as it is scanned.


1/24/2011

MEDICAL ASSISTANCE NOTICE OF REQUIREMENT TO COOPERATE AND RIGHT TO CLAIM GOOD CAUSE

Assignment Of Rights: Your application for Medical Assistance benefits constitutes an automatic assignment of any third party medical payments for yourself and any other member(s) of the assistance unit for whom you can legally make an assignment. You must also cooperate in obtaining third party medical payments.

What Is A Third Party? Third party means any private medical insurer, individual, entity, or public or private medical program that is or may be liable to pay all or part of the cost of your medical care or services. Private medical insurers include commercial insurance companies, prepaid medical plans, organizations administering medical insurance plans for professional associations, unions, fraternal groups, employer-employee benefit plans, and any similar organization offering payments for medical care or offering medical care, including self-insured and self-funded medical plans.

What Does Assignment Mean? Assignment is a legal term which describes a transfer of rights to a benefit. This means that your rights and the rights of all members of the assistance unit for whom you can legally assign, to collect and retain third party medical payments have been transferred to the Nebraska Department of Health and Human Services for any medical expenses payable under the Nebraska Medical Assistance Program.

Does Assignment Apply to Medicare? No. Medicare benefits are not subject to the automatic assignment provision.

What Is Meant By Cooperation? The law requires you to cooperate in obtaining third party medical payments owed to you or any other member of the assistance unit, unless you have good cause for not cooperating. You may be asked to do one or more of the

Note: This "burned on" date ONLY applies to documents scanned on the high speed scanners in the ANDI Centers. If documents are being scanned on the smaller Canon scanners this "burned on" date will not be on the image. Mail being scanned on the smaller Cannon scanners should continue to have the received date stamped on each page prior to scanning.

Mail Received Alert Date

On the Alert Window the Mail Received Alert Date is documented in the Display Date field. The Display Date indicates the date the document was indexed or re-indexed and checked into FileDirector and is available in N-FOCUS.

Examples

- Mail received on 1/27/11, scanned on the high speed scanner on 1/27/11, indexed on 1/27/11
  - Scan Date will be 1/27/11, Received Date (burned on image) will be 1/27/11, and Mail Received Date will be 1/27/11

- Mail received on 1/25/11, scanned on the high speed scanner on 1/26/11, indexed on 1/27/11
  - Scan Date will be 1/26/11, Received Date (burned on image) will be 1/25/11, and Mail Received Date will be 1/27/11

- Mail received on 9/1/10, scanned on small scanner 9/2/10, indexed on 9/2/10, re-indexed 1/27/11
    - Scan Date will be 9/2/10, Received Date (stamped on image) will be 9/1/10, and Mail Received Date will be 1/27/11

Clarification to the Mail Alert Memo Dated 01/14/2011 (Review)

The Alert Display Date is the date the document was indexed and checked into FileDirector and is available in N-FOCUS.

- Start your search one or two business days prior to the display date and select all documents and all members of the household.
    - The default on the Search Image window is Week. Make sure you have the correct date selected.
    - Or select Enter Dates and enter your own dates. When you select Enter Dates it defaults to two months but you can change the dates.

Re-indexed Documents

Sometimes documents get indexed to the wrong person and are re-indexed to the correct person at a later date.

- If staff in the ANDI center re-indexes a document they will create an alert for the new Master Case and add the date it was scanned in the description of the alert.
- When a worker re-indexes via the N-FOCUS update window:
    - If an alert is not needed because the worker has processed the mail, then do not check the Generate Alert indicator and no alert will be sent.
    - If the worker re-indexed to a person that is assigned to another worker and action is needed, create an alert for the new Master Case and add the date it was scanned in the description of the alert.

Change Reported Alert – Work Task Priority (Change)

The Change Report Alert will now create a High Priority Work Task for UC cases.

Alert Text

An electronic change report was completed for <Change Type> change. <Last Name>, <First Name> is in <Program Case(s)>. Take action as necessary.

Federal Poverty Level Updates (Change)

The new FPL's (Federal Poverty Levels) will be put into production with the Feb. 6 Interim Release. Along with the FPL's, the MIWD Premium Fee Schedule, the TMA Premium Fee Schedule and the SIMP Excess Shelter allowance have also been updated.